

## **PARTS SUPERVISOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Parts Supervisor exists is to plan, organize and coordinate the operations within the equipment auto parts storeroom and to perform a variety of technical tasks relative to implementing an equipment parts storage program. This classification supervises the work of Sr. Equipment Parts Specialists and Equipment Parts Specialists. Work is performed under general supervision by the Fleet Director. Parts Supervisor is distinguished from Senior Parts Supervisor by the former's broader overall responsibility for the activities of the auto parts storeroom.

### **ESSENTIAL FUNCTIONS**

Plan, prioritize, assign, and review the work of staff involved in activities in the auto parts storeroom; supervise the daily operations of the storeroom.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities; plan and implement proper warehouse operation procedures; develop and implement procedures for ordering, receiving, storing, and issuing parts, equipment, tools and supplies.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.

Participate in the selection of staff; provide staff training; work with employees to correct deficiencies; implement discipline procedures.

Answer questions and provide information to the public and other departments and divisions; investigate complaints and recommend corrective action as necessary to resolve complaints.

Determine minimum and maximum inventory levels; examine competitive bidding practices for parts; keep informed of market conditions and new products; supervise and participate in development of bid specifications; solicit and analyze bids; review contracts and purchase orders; maintain contact and negotiate with vendors; make award of purchase; evaluate vendor performance.

Process in-house repair orders for inventory; assist with completion of invoices and receiving copies; supervise the verification, extending and posting invoices to proper accounts.

Coordinate annual inventory process; assume responsibility for inventory reconciliation; oversee the disposal of obsolete inventory through public auction; oversee the maintenance of inventory security.

Confer with department representatives to determine purchasing needs, specifications and areas of standardization; coordinate with other City departments regarding cost centers; purchasing procedures, contracts, inventories, and requisitions.

Assist staff at parts counter and throughout the parts room as needed.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### Knowledge of:

Automotive and/or heavy truck parts.  
Computerized inventory systems.  
Word processors, Internet browsers and spreadsheets.

#### Ability to:

Operate computers with fleet management software and input data.  
Implement the goals, objectives and directives of the Director in a positive manner.  
Perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Use discretion in determining and referencing such to established criteria to define consequences and develop alternatives.  
Train subordinate staff in the work principles, policies and/or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.  
Work evening, nights, and/or weekends and/or a modified workweek.  
Operate a variety of equipment and machinery requiring continuous or repetitive arm and hand movements.  
Utilize an automated fleet management information system to record work performed and look up vehicle data.  
Lift and move 50 pounds or more.  
Climb up and down ladders.  
Stand for extended periods of time.  
Reach overhead and bend or stoop continually.  
Climb in and out the back of a stake bed truck, for loading and unloading.  
Operate a forklift or hand truck to move or maneuver items weighing over 100 pounds.  
Communicate effectively with users, service writers and other mechanics.

### **Education & Experience**

Any combination of training, education and/or experience equivalent to six years of increasingly responsible experience in automotive, heavy equipment and parts stores work, including two years experience in supervision and computerized inventory systems. Must possess a valid Arizona driver's license. No major driving citations in the last 39 months for all driving positions.

### **Special Requirement**

Must obtain by the end of the first available testing cycle from date of hire/promotion an ASE certification in either Automotive Parts Specialist (P2) or Medium/Heavy Truck Parts Specialist (P1) categories. As a condition of continued employment, an individual of this classification must maintain ASE certification during tenure as Equipment Parts Supervisor.

FLSA Status: Exempt

HR Ordinance Status: Unclassified